The Celebrity, A Paul Mitchell Franchise School

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at The Celebrity A Paul Mitchell Franchise School. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

ATTENDANCE AND DOCUMENTATION OF TIME

1. The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized timeclock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
2. The school is open from Tuesday - Saturday, 8:30 am - 4:30 pm for day students and 4:00 pm - 9:00 pm for night students. Students are expected to be in school 10 minutes before classes start to assure proper preparation and a prompt start. Students not in their own class for roll call may be marked absent for the session.
3. All courses require continuous attendance.
4. Attendance on Saturdays is mandatory. The Celebrity A Paul Mitchell Franchise School understands that occasionally it may be necessary for a student to be absent on a Saturday. If a student finds it necessary to be absent on a Saturday, arrangements must be made with the school manager in advance. Saturday absence will be considered on the basis of who requested first. In no case will we approve an excused absence for a Saturday once 20% of the enrollment of the school has received permission to be absent on a Saturday. For example, if there are 40 students enrolled in the school and EIGHT have made arrangements with the manager to be absent on a particular Saturday, we will not excuse anyone else for that Saturday.
   The Celebrity A Paul Mitchell Franchise School also understands that occasionally an emergency situation may arise when a student cannot make prior arrangements. Students contracting for 1 to 600 hours are allowed two unexcused Saturday absences without penalty. Students contracting for more than 600 hours are allowed three unexcused Saturday absences without penalty.
   The penalty for missing more than the allowed number of Saturday's listed on each student contract is $100.00 per Saturday. (If a partial day is missed the charge will be $20.00 per hour up to a maximum of $100.00.) SATURDAY ATTENDANCE CHARGES MUST BE PAID BEFORE A STUDENT GRADUATES.
5. A Holiday Week is any week that includes a holiday. For our purposes, we are concerned with the five school days before the holiday.
   Attendance is mandatory during the entire week before a holiday. We recognize that some students may go out of town for some holidays and we make the same provision as we do for Saturday attendance. A student may request an excused absence for time off during a holiday week if it is done in advance of the holiday week. Request will be granted on a first come first served basis with consideration given to those students who have not been absent during a holiday week previously. The manager will not accept requests for holiday week absence more than 30 days in advance of the holiday week. No more than 20 % of the total enrollment shall be granted an excused absence.

The charge for missing time during a holiday week is $100.00 per day. This charge must be paid in full before the student graduates. If a partial day is missed the charge will be $20.00 per hour up to a maximum of $100.00.

6. The prescribed attendance schedule must be maintained each week. Any student reporting to school late any morning is required to report to the manager or registrar for permission to go to class. If a student fails to report to class immediately after receiving permission he/she will be suspended from attending any classes until 10:00 A.M. and will be marked absent for the entire 8:30 A.M. session. For the Part time session , if a student fails to report to class immediately after receiving permission he/she will be suspended from attending any classes until 5:30 P.M. and will be marked absent for the entire 4:00 P.M. session.
7. Students must be on time, as tardiness inhibits the learning process. Students are not permitted to loiter or congregate in the rest rooms, reception rooms, lobbies, building entrance, etc. nor are they permitted in the Learning Leader's office or supply room. Students must not leave the school premises during class hours without permission.
   Students may not leave the classroom during the first session of any morning class or the first session after lunch. These hours are designated for lecture and/or demonstrations and students are not permitted to leave the classroom or clinic area.
   If it becomes necessary for a student to go to the restroom during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during that time.
8. If you will not be in attendance for the day, you must submit an absent notification via phone call through the direct line to the Service Desk. Day Future Professionals have until 8:00 am and night Future Professionals have until 1:30 pm to call out for the day. Failing to call in and notify the team that you will be absent will result in an advisory and is considered a "No Call, No Show".
9. If the student must attend longer than the prescribed time allotted for the course of study (50 weeks for the Cosmetology course, 75 weeks for cosmetology night, 20 weeks for the Teacher Training course, 30 weeks Teacher Training Part-Time, 20 weeks for the Manicuring course, 30 weeks for manicuring part- time, 27 weeks for the full time Esthetics course, and 40 weeks for the part time Esthetics course , 20 weeks for the full time Alternative Hair Design or 30 weeks for part-time Alternative Hair Design course in order to complete the course, additional instruction will be provided at a rate of $14.00 per hour.
   Students who fail to meet the Saturday Attendance Requirement or the Holiday Week Attendance Requirement will be assessed a charge of $100.00 for each day missed ($20.00 an hour not to exceed $100.00 per day). This charge must be paid in full before the student is allowed to graduate.
10. Students attend Core/Protege for the first weeks of enrollment. During this time the student must maintain a monthly attendance of 80%. If at the conclusion of the month, the student's progress report is not 80% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.
11. Students must request time off from school from the Education Leader.
12. Students are required to be in attendance a minimum of 30 or 20 hours per week based on the students schedule. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over their scheduled hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
13. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 PM and 1:30 PM. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
8 or 7 1/2 hr/day	15 minutes in the morning and 15 minutes in the afternoon	30 minutes
6 hr/day	15 minutes in the morning and 15 minutes in afternoon	n/a
5 hr/day	15 minutes at midpoint of schedule	n/a

14. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - Students who leave the school premises for more than 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
    - Students who leave the school premises for less than 10 minutes must sign the sign-out sheet.
    - Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
15. Students may not clock in or out for another student.

PROFESSIONAL IMAGE

All Future Professionals must adhere to the following professional dress code while in attendance:

- Future Professionals must wear black.
- Phase Two Future Professionals may wear black or white in any combination.
- For Phase Two only minimal print in clothing is acceptable if it is a black and white print.
- Clothing should be professional and clean.
- Shoes should be black, professional, practical, and comfortable. Colored Athletic or tennis shoes are acceptable.
- Hair should be styled prior to arriving at the school. No ponytails.
- Any cosmetics should be applied prior to arriving at the school.
- The following is a list of acceptable dress:
    - Jeans or clothing made of jean material if they are black in color. No rips or tears allowed.
    - Sleeveless tops and shirts.
    - Stylish hats, scarves, and stylish head wraps. Fedoras, flat and ascot caps can be worn and will be considered an accessory.
    - Skirts that fall below the fingertips, tights, or leggings should be worn with skirts or dresses that fall above the knees for all Future Professionals.
    - Name tag - as provided by the school. All Future Professionals are required to wear a name tag while in attendance.
    - Future Professionals may wear a smock, in black only.

The following is a list of unacceptable dress for all Future Professionals in attendance:

- Foot thongs, or beach sandals and sandals or shoes that do not have a strap around the ankle and crocs.
- Tank tops, spaghetti string tops, belly shirts, crop tops, or half shirts.
- Sweatpants, athletic pants, workout pants, or yoga pants.
- Shorts, short overalls, or short rompers.
- Baseball hats, visors, bandanas, caps, or beanies.
- Spandex or biking shorts.
- Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.
- Sunglasses.

Future Professionals who fail to comply with the Future Professional dress code may be coached and may receive an advisory.

SANITATION AND PERSONAL SERVICES

- Future professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- Future professionals must clean their stations, including the floor, after each service.
- Hair must be swept up immediately after a service is completed, before blow-drying.
- Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- Day Future Professionals may receive services on Wednesday and Thursday and Night Future Professionals are

on Tuesday and Wednesday. To receive a service, students must do the following prior to starting the service:

- Notify a Learning Leader.
- Be scheduled off the service books by a Learning Leader.
- Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
- Personal services are considered rewards and scheduled for Future Professionals who are up to date with all practicals, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

- Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
- Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- Cell phones are permitted in assigned areas of the school.
- Future Professionals may not visit with another Future Professional who is servicing a service guest.
- Future Professionals may not gather around the service desk, service reception area, or offices.
- Food, drinks, and water bottles are allowed only in the lunchroom.
- The School campus is a smoke free location.
- Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
- School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

LEARNING PARTICIPATION GUIDELINES

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- Future Professionals will be expected to maintain an average of 80% on all theory tests and assignments.
- Future Professionals may not be released from required theory class to take a client.
- Only service desk personnel may schedule or change client service appointments.
- All services must be checked and the service ticket initialed by a Learning Leader.
- Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
  - Completion of clinic practical worksheets
  - Completion of theory review worksheets
  - Performing a service on another Future Professional
  - Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
- Future Professionals may not perform hair, skin, barber or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, barber or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- Future Professionals are responsible for their own kit and equipment and may use a clinic station drawer only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the Future Professionals assigned locker. The school is not responsible for any lost or stolen articles.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- All clinic practical skill assessments are due on the assigned day of each month by the end of the school day.

- If a Future Professional fails to complete a worksheet 100%, the Future Professional will be placed on the Back on Track list and will remain on the list until the following month.
- If a Future Professionals fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- Theory Class: Future Professionals will be allowed in theory class once the class has started if escorted to class by a staff member and fill out the late theory form. The Future Professional will not receive theory hour credit for entering class late. If a Future Professional chooses to leave theory class for any reason he/ she will lose their theory hours and must return to theory class. If there's a transition period during theory, a Future Professional will be allowed to enter to receive credit for the remaining scheduled time in theory. The school requires a Future Professionals to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.